

VMR-VRO GUIDELINES -
PAPERWORK THAT NEEDS TO BE FORWARDED
TO THE VENDOR REGISTRY OFFICE

Checklist Reference - None

The Vendor Registry Office at the state capitol is the office of record for vendor documents such as W-9's, Applications/Substitute W-9's, and address corrections. Any electronic imaging of these documents in the future will also be maintained by Vendor Registry.

What paperwork should be faxed to the Vendor Registry Office?

- W-9s or Substitute W-9's in conjunction with a Vendor Application
- Notification of name and/or address changes from the vendor.
- Notification of address change from the US Post Office.

Before the above paperwork is faxed or mailed to Vendor Registry, please write the vendor number, the date any changes were made, and the enterer's initials on the document(s).

Vendor Registry also needs copies of any paperwork or notifications that Higher Ed institutions receive regarding a vendor's change in bank information. If your institution does not have its own ACH authorization form, please use SFN 51620 found at: <http://www.nd.gov/eforms/Doc/sfn51620.pdf>. This form should be completed by the vendor personally and submitted to Vendor Registry.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.